

## **REQUEST FOR INFORMATION**

May 3, 2019

To: All Interested Vendors

Re: Request for Information

The State of Minnesota, Office of State Procurement is requesting information regarding Computer Equipment – Personal Computing Devices, Servers, and Storage. The State of Minnesota invites all interested parties to submit a written response to this Request for Information (RFI).

This RFI is being sought strictly for the purpose of gaining knowledge based on a currently-drafted and intended RFP that may be issued in the coming months. **No contract will result from any response to this RFI. This RFI is only to seek comment on the DRAFT RFP.**

There is an attachment for this RFI. The attachment is a DRAFT version of an RFP that may be issued in the coming months to solicit for contracts for the above commodities.

Information submitted in response to this RFI will become property of the State of Minnesota.

The State of Minnesota will not pay for any information herein requested nor is it liable for any cost incurred by the vendor in preparing a response to the RFI.

### **To respond to this RFI:**

- 1) Review this document and the following supplementary documents:
  - [2019 NVP MN Computer Equipment DRAFT RFP 2019.05.02](#);
  - [Band 1 Price Workbook 2019.05.02](#);
  - [Band 2 Price Workbook 2019.05.02](#);
  - [2.D.12 VPAT 2019.05.02](#); and
  - [Customer Reference Form](#).
- 2) Complete the RFI Response Form at the end of this document.

RFI responses must be received on or before May 24, 2019 at the following address:

Agency Contact: Andy Doran  
Telephone Number: 651-201-2459  
E-Mail Address: [andy.doran@state.mn.us](mailto:andy.doran@state.mn.us)

E-mailed responses are permitted.

Questions may be directed to the contact listed above.

We appreciate your response to this request.

The State is asking all interested parties to submit a response containing the following information:

- Your interest in providing the services/supplies addressed above.
- From your past experience, has the State identified all the major components necessary to complete the project? If not, please provide information on other necessary components.
- Please address any questions or concerns raised by the Draft RFP.
- Please provide a list of potential problems/risks that the State may encounter during this project. Please provide any ideas or suggestions about how such problems/risks could be mitigated and how they should be addressed in a solicitation.

## RFI RESPONSE FORM

**VENDOR NAME:** \_\_\_\_\_

Questions must be submitted in writing to Master Agreement Administrator at [Andy.Doran@state.mn.us](mailto:Andy.Doran@state.mn.us). All questions received by the due date and time will be considered as part of the RFP Drafting process. Be specific and cite the section, item and page number to which the question refers. Contact regarding this RFI with any State personnel other than the Master Agreement Administrator may result in rejection of the response. See Page 1 of this document for when questions are due.

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